

**SOUTHERN CONNECTICUT STATE UNIVERSITY
JOB OPPORTUNITY**

BUILDING AND GROUNDS PATROL OFFICER

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: The Public

Location: University Police Department- New Haven, CT

Search No: C13-015

Work Schedule: Tuesday – Saturday- 6:00 p.m. -2:00 a.m.

Salary: \$37,916.00

Closing Date: November 11, 2013

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules. Individuals with reemployment/SEBAC rights must be given first preference

MINIMUM QUALIFICATIONS REQUIRED KNOWLEDGE, SKILL AND ABILITY: Interpersonal skills; basic oral and written communication skill; ability to think and act quickly in an emergency with judgment and discretion.

EXAMPLE OF DUTIES: Enforces regulations relating to parking and traffic control as established agency; direct traffic on state property; issues tickets for violations; gives information and assistance to visitors; guards entrances and exits to prevent trespass, vandalism, theft and other violations; performs routine vehicle and foot patrol duty and monitors security and alarm systems to detect theft and other criminal acts; lock and unlock buildings as necessary, assist with disabled motor vehicles and battery jump starts, provides security escorts; provides first aid when necessary; performs dispatching and record keeping functions at desk post; may assist in fire prevention and firefighting activities.

GENERAL EXPERIENCE: Any experience or training which would provide the skills abilities indicated above.

SPECIAL REQUIREMENTS: Incumbent must be required to possess and retain a valid Motor Vehicle Operator's license; may be required to obtain and maintain a Standard First Aid Certification and/or CPR certification; must obtain certification as a Telecommunicator and certification in NCIC and Collect systems.

PHYSICAL REQUIREMENTS: Candidates must be in good health, must have and retain sufficient physical strength, stamina, agility, endurance, and visual and auditory to perform the duties of the class. Applicants may be required to pass a physical examination. Incumbent in this class may be exposed to the attendant discomforts of working outdoors to the efforts of prolonged periods of walking and standing while on foot patrol and/or guard duty.

CHARACTER REQUIREMENT: In addition to checking of references and of facts stated in the application, a thorough background investigation of each candidate will be made before persons are certified for appointment.

APPLICATION INSTRUCTIONS: Prospective candidates who meet the above requirements should submit a cover letter, Application for Examination or Employment Form (CT-HR-12) available at www.das.ct.gov/employment. State employees attach copies of your last two performance appraisals. Non-state employees attach three letters of professional references.

**Southern Connecticut State University
Office of Human Resources
501 Crescent Street
New Haven, CT 06515
ATTN: Darci Carson
Fax: (203)392-5571**

SOUTHERN CONNECTICUT IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER. THE UNIVERSITY SEEKS TO ENHANCE THE DIVERSITY OF ITS FACULTY AND STAFF. PERSONS OF COLOR, WOMEN AND PERSONS WITH DISABILITIES ARE STRONGLY ENCOURAGED TO APPLY.